

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
FROM: Adiel McKnight, Executive Assistant
DATE: October 16, 2023
SUBJECT: AGREEMENT, Amendment No. 1 re: 2023 Lodging Tax Grant Funding; Additional Funding in the Amount of \$29,000 for a Total of \$91,000; North Hood Canal Chamber of Commerce (NHCCC)

STATEMENT OF ISSUE: Up until recently, the U. S. Forest Service has assisted in staffing the Quilcene Visitor Center located at the Olympic National Forest Quilcene Ranger Station. Due to a shortage in staffing, they are no longer able to assist with the Quilcene Visitor Center.

ANALYSIS: On December 19, 2022, the Board of County Commissioners approved an original allocation to NHCCC for 2023 in the amount of \$62,000 in Hotel-Motel funds to promote tourism in Jefferson County. NHCCC has requested an additional amount of \$29,000 for staffing the Quilcene Visitor Center through December 31, 2023.

On July 26, 2023, the Lodging Tax Advisory Committee (LTAC) met with NHCCC and agreed to recommend the approval of an additional amount of \$29,000 be granted to NHCCC.

FISCAL IMPACT: \$29,000 in additional funding for a total of \$91,000 in 2023.

RECOMMENDATION: Approve LTAC's recommendation to fund an additional \$29,000 for the Quilcene Visitor Center.

REVIEWED BY:


Mark McCauley, County Administrator

10/10/23
Date:

CONTRACT REVIEW FORM
(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: North Hood Canal Chamber of Commerce Amendment 1 **Contract No:** LTAC NHCCC1
Contract For: Lodging Tax **Term:** Through December 2023

COUNTY DEPARTMENT:	County Administrator
Contact Person:	Adiel McKnight
Contact Phone:	102
Contact email:	afmcknight@co.jefferson.wa.us

AMOUNT: Additional \$29,000
Revenue: _____
Expenditure: \$29,000
Matching Funds Required: _____
Sources(s) of Matching Funds: _____
Fund # 125
Munis Org/Obj 12555730/411106

PROCESS:

☐	Exempt from Bid Process
☐	Cooperative Purchase
☐	Competitive Sealed Bid
☐	Small Works Roster
☐	Vendor List Bid
☒	RFP or RFQ
☐	Other: _____

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.55.080 AND CHAPTER 42.23 RCW.

CERTIFIED: ☐ **N/A:** ☒

Signature

Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☐ **N/A:** ☒

Signature

Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

Electronically approved by Risk Management on 9/29/2023.

STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

Electronically approved as to form by PAO on 9/15/2023.
Apporved as to form 09/15/2023

STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY(IF REQUIRED).

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL

CONTRACT AMENDMENT #1
By and Between
JEFFERSON COUNTY and NORTH HOOD CANAL CHAMBER OF COMMERCE
For Hotel-Motel Funding 2023

This Amendment #1 is by and between JEFFERSON COUNTY (hereinafter known as "COUNTY" and the NORTH HOOD CANAL CHAMBER OF COMMERCE (hereinafter known as "NHCCC").

WHEREAS, the COUNTY and the NHCCC entered into an Agreement on December 19, 2022 for Hotel-Motel Funding in 2023; and

WHEREAS, the parties desire to amend the terms of that Agreement; and

WHEREAS, on July 26, 2023 the Jefferson County Lodging Tax Advisory Committee (LTAC) met to discuss the request for additional funds for staffing the Quilcene Visitor Center. Lodging Tax revenue was projected to be available for 2023 without reducing historic fund balances; and

WHEREAS, the LTAC reviewed and recommended \$29,000 in additional funding be awarded to the NHCCC to support employment under the Agreement;

NOW, THEREFORE, IT IS AGREED BETWEEN BOTH PARTIES AS NAMED HEREIN that the Agreement executed on December 19, 2022 is hereby amended as follows:

1. Paragraph 2. Is added to "Section 1: Services To Be Performed" as follows:
2. The NORTH HOOD CANAL CHAMBER OF COMMERCE shall use its capabilities and utilize an additional \$29,000 of funding provided under this Agreement for employment consistent with Exhibit C attached hereto and incorporated herein. Work performed consistent with Exhibit C prior to the execution of the Amendment #1 is hereby ratified.
3. All other terms and conditions of the original Agreement executed on December 19, 2022 will remain the same.

APPROVED and signed this day of , 2023.

Attest:

**JEFFERSON COUNTY
BOARD OF COMMISSIONERS**

Carolyn Gallaway,
CMC, Clerk of the Board

Greg Brotherton, Chair

Approved as to Form:

NORTH HOOD CANAL CHAMBER OF COMMERCE

Bubba D. Ehrlichman 09/15/2023

Philip C. Hunsucker,
Chief Civil Deputy Prosecuting Attorney

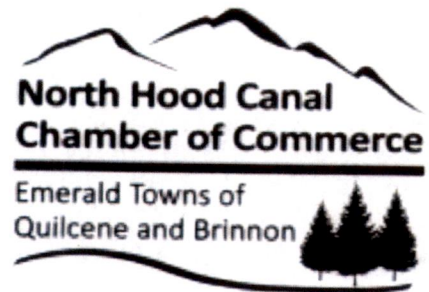
Authorized Official

EXHIBIT C

Funding Title: North Hood Canal Chamber of Commerce

Funding Dates: Through December 2023

Amount Requested: \$ 28,546.20



To maintain our current schedule for the year we were looking at needing:

Wages:	\$23,142.53
Payroll Taxes:	\$3,391.28
Holiday Bonus (2.5% est.):	\$628.87
Sick Leave (2.5% est.)	\$628.87
Reserve (3%)	\$754.65

Which should total to: \$28,546.20

1 orig: N. Hood Canal Chamber } 12.19.22
cc: AHH

Repin: 2029

**AGREEMENT FOR 2023 HOTEL-MOTEL FUNDING FOR TOURISM SERVICES
NORTH HOOD CANAL CHAMBER OF COMMERCE AND VISITOR CENTER**

This Agreement is by and between JEFFERSON COUNTY (hereinafter known as "COUNTY" and the NORTH HOOD CANAL CHAMBER OF COMMERCE (hereinafter known as "NHCCC").

WHEREAS, the NHCCC is a non-profit corporation of the State of Washington; and

WHEREAS, the COUNTY desires to promote tourism by providing information to guests, support and staff to information centers in unincorporated Jefferson County, as well as workshops, conferences and materials to enhance productivity of visitor information centers in the promotion of the tourism industry, as authorized by Chapter 67.28 RCW and Jefferson County Code Chapter 3.25; and

WHEREAS, the Jefferson County Lodging Tax Advisory Committee reviewed and recommended funding the lodging tax proposal by the North Hood Canal Chamber of Commerce to operate visitor centers in Quilcene and Brinnon;

IN CONSIDERATION of the mutual covenants and agreements herein it is agreed by the parties as follows:

SECTION 1: SERVICES TO BE PERFORMED

The NHCCC shall use its capabilities and utilize up to \$62,000 of funding provided under this agreement to continue and update the ongoing performance of the following tourism promotion services, as outlined below:

1. Be responsible for the daily operation and continuation of the Quilcene Visitor's Center, the Brinnon Visitor's Center and the Brinnon Community Center, consistent with the Itemized List of Proposed Tourism Promotion Services and NHCCC Lodging Tax budget, a copy of which are incorporated herein and attached hereto as Exhibit A.

SECTION 2: RESPONSIBILITIES OF THE NORTH HOOD CANAL CHAMBER OF COMMERCE

1. On or before January 31; April 30; July 31; October 31, 2023; and January 31, 2024, provide to the COUNTY: see Exhibit C, attached hereto and incorporated;
 - A quarterly report of the use, services, programs and activities of the NHCCC under this Agreement for the prior quarter;
 - A quarterly financial statement detailing revenues, expenses and cash balances for the prior quarter; and for the final quarter report, the financial statement shall also include a detailed financial statement for all 2023.

N. Hood Canal Chamber of Commerce

2. On or before January 31, 2023 (OR upon execution of this agreement, whichever is later) and July 31, 2023, provide to the COUNTY:
 - A billing statement requesting payment of Hotel-Motel Funding for the current half year.
3. For a minimum of six (6) years, maintain documented proof of payments made, contracts executed, and other expenditures authorized under this Agreement. Upon reasonable notice, provide access to County or State representatives to audit those records.
4. Funding provided by this Agreement may only be expended on the services described in Section 1 of this Agreement. Any monies used for other services or purposes shall be refunded to Jefferson County. Any monies under-expended of the total funding allocated under this Agreement shall be refunded to Jefferson County by January 31, 2024.
5. By **February 28th** of each year provide the following information on Exhibit B, attached hereto and incorporated by reference for the previous year.
 - a. Each festival, event, or tourism facility owned and/or operated by NHCCC.
 - b. The amount of lodging tax revenue allocated for expenditure (whether actually expended or not) by the NHCCC on each festival, event or tourism facility.
 - c. Estimated number of tourists served at each festival, event or tourism facility. ("Tourist" includes persons traveling more than 50 miles to the location of the event, festival or facility and overnight stays in the area).
 - d. Estimated lodging stays. ("Lodging" refers to commercial lodging such as hotels, motels, resorts, bed and breakfasts, or commercial campgrounds).
 - e. Measurements that demonstrate the impact of increased tourism attributable to the event, festival or facility.

SECTION 3: RESPONSIBILITY OF JEFFERSON COUNTY

1. The COUNTY will provide the NHCCC funding from Hotel-Motel Tax receipts to be used in support of their responsibilities as defined under this agreement.
2. Said funding is in the sum of \$62,000 for 2023. Semi-annual payments of \$31,000 will be made in the first and third quarter of 2023. Payments are to be predicated on submittal of reports defined in Section 2. Payment will be made by the COUNTY upon receipt of an invoice on the next available billing cycle.

SECTION 4: TERM

This Agreement shall be for a term of one year, commencing on January 1, 2023 and ending on December 31, 2023, except for the reports referenced in Section 2, due January 31, 2024 and February 28, 2024.

SECTION 5: ASSIGNMENT

Either party to the agreement shall not assign this Agreement, except by signed amendment.

SECTION 6: MODIFICATION

This Agreement may be modified by mutual written agreement executed by both parties.

SECTION 7: TERMINATION

The Agreement may be terminated, in whole or in part, by the County upon thirty (30) days written notice in the event expected or actual revenue from the Hotel-Motel Tax is reduced or limited in any way, or for non-performance of duties under this Agreement, or for any reason. The NHCCC may terminate this Agreement upon thirty (30) days written notice to the COUNTY. In the event of termination under this clause, the County shall be liable to pay only for services rendered prior to the effective date of termination. If termination covers a period for which payment has already been made, NHCCC shall refund to the COUNTY a pro-rated share of the payment based upon the balance of time remaining in the paid period, unless otherwise negotiated.

SECTION 8: HOLD HARMLESS

NHCCC shall indemnify and hold the COUNTY, and its officers, employees, agents and volunteers (and their marital communities) harmless from and shall process and defend at its own expense, including all costs, attorney fees and expenses relating thereto, all claims, demands, or suits at law or equity arising in whole or in part, directly or indirectly, from NHCCC's negligence or breach of an of its obligations under this Agreement; provided that nothing herein shall require NHCCC to indemnify the COUNTY against and hold harmless the COUNTY from claims, demands or suits based solely upon the conduct of the COUNTY, its officers, employees, agents and volunteers (and their marital communities), and; provided further that if the claims or suits are caused by or result from the concurrent negligence of: (a) NHCCC's agents or employees; and , (b) the COUNTY, its officers, employees agents and volunteers (and their marital communities), this indemnity provision with respect to claims or suits based upon such negligence, and or the costs to the COUNTY of defending such claims and suits, etc., shall be valid and enforceable only to the extent of NHCCC's negligence, or the negligence of NHCCC's agents or employees.

NHCCC specifically assumes potential liability for actions brought against the COUNTY by NHCCC's employees, including all other persons engaged in the performance of any work or service required of NHCCC under this Agreement and, solely for the purpose of this indemnification and defense, NHCCC specifically waives any immunity under the state industrial insurance law, Title 51 RCW. NHCCC recognize that this waiver was specifically entered into pursuant to provisions of RCW 4.24.115 and was subject of mutual negotiation.

SECTION 9: INSURANCE

NHCCC shall obtain and keep in force during the term of the Agreement, or as otherwise required, the following insurance:

- A. Commercial General Liability Insurance. NHCCC shall maintain commercial general liability coverage on a form acceptable to Jefferson County Risk Management for bodily injury, personal injury, and property damage, with a limits of not less than in the amount of at least \$1 million per occurrence, for bodily injury, including death, and property damage.
- B. Worker's Compensation (Industrial Insurance). NHCCC shall maintain workers' compensation insurance at its own expense, as required by Title 51 RCW, for the term of this Agreement and shall provide evidence of coverage to Jefferson County Risk Management, upon request.

SECTION 10: INDEPENDENT CONTRACTOR

The NHCCC and the COUNTY agree that the NHCCC is an independent contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither the NHCCC nor any employee of the NHCCC shall be entitled to any benefits accorded County employees by virtue of the services provided under this agreement. The COUNTY shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to the NHCCC, or any employee, representative, agent or contractor of the NHCCC. The NHCCC shall be responsible for all applicable withholdings, deductions, state industrial insurance, tax reports, business licenses, registrations, and all other obligations of an independent organization.

SECTION 11: COMPLIANCE WITH LAWS

The NHCCC shall comply with all Federal, State, and local laws and ordinances applicable to the work to be done under this Agreement. This Agreement shall be interpreted and construed in accord with the laws of the State of Washington and venue shall be in Jefferson County, Washington.

SECTION 12: DISCRIMINATION PROHIBITED

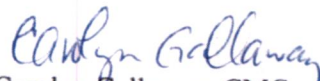
The NHCCC with regard to the project to be completed under this agreement, will not discriminate on the grounds of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification in the selection and retention of employees, materials, supplies, contractors or subcontractors.

SECTION 13: INTEGRATED AGREEMENT

This agreement together with attachments or addenda represents the entire and integrated agreement between the County and the NHCCC and supersedes all prior negotiations, representations, or agreements written or oral. This agreement may be amended only by written instrument signed by both the County and the NHCCC.

APPROVED and signed this ^{19th} ^{December} day of 2022.

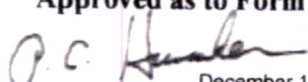
Attest:


Carolyn Gallaway, CMC
Clerk of the Board

**JEFFERSON COUNTY
BOARD OF COMMISSIONERS**


Heidi Eisenhour, Chair

Approved as to Form:


December 15, 2022
Philip C. Hunsucker,
Chief Civil Deputy Prosecutor

NORTH HOOD CANAL CHAMBER


Authorized Official

EXHIBIT A

1. Itemized List of Proposed Tourism Promotion Services

Organization (or Event) Name: North Hood Canal Chamber of Commerce

In the following space or on a separate sheet of paper, please specify each proposed tourism promotion, facility, event or activity, including quantities and costs (see examples at bottom of page).

Payroll for Visitor Center staff, including holiday bonuses, sick pay, payroll taxes and a 25% payroll reserve: \$60,932.41.

Recruiting and retaining staff who know about and promote our area is crucial for our operation. Because all our staff must be approved by the Forest Service and are required to perform to the same levels as federal employees in the USFS Ranger Station, we attempt to pay at similar levels. All our employees are part time, we offer no other benefits except for a 2.5% Holiday Bonus and State mandated Sick Pay. All wages under this contract go to front-line staff who work directly with the traveling public. Consistent with our previous practice, any unspent LTAC Funds will be returned to the County after year end.

We provide front desk coverage of 2 paid receptionists at the Quilcene Visitor Center located in the Quilcene Ranger Station on weekends and holidays throughout the year. We have also budgeted a few hours a month for staff to work on the social media pages and the event page from home. This will help ensure that local events are posted without delay. We staff the Brinnon Visitor Center in the Brinnon Community Center with 1 paid receptionist on weekends and holidays throughout the year.

Telephone, internet and postage: \$2,075.01

For assisting people who are not here in person by phone and e-mail, sending off lodging and event information, and working on our website and social media account, all of which promote our area.

Insurance: \$2,000

Office expenses and supplies: \$300

Accounting Fees: \$1500

For fees associated with payroll through Quickbooks.

We budgeted \$5 for interest earned on our account.

Here's a breakdown without all that excess text:

Payroll and taxes: \$60,932.41

Communication: \$2,075.01

Insurance and travel: \$3,000

Accounting and supplies: \$1,500

Those should total: \$66,807.42

Interest: -\$5.00

Final total: \$66,802.42

Exhibit B
Jurisdiction Lodging Tax Reporting Form – To Be Submitted to Jefferson
County Administrator's Office
No Later than February 28th of each Year

Lodging Tax Reporting Form

Organizations receiving funding to promote festivals, special events and tourism-related activities through tourism-related facilities owned or sponsored by non-profit organizations or the local jurisdiction are required to complete this form for EACH activity

1 Organization Name: _____ Reporting Year: _____

2 Sponsor Type (Check One): ☐ 501(c)(3) ☐ 501(c)(6) ☐ Local Jurisdiction ☐ Other (Explain): _____

3 Activity Name: _____

4 Activity Type (Check One): ☐ Event/Festival* ☐ Facility* ☐ Marketing*

5 Activity Start Date*: _____

6 Activity End Date*: _____

7 Total Cost of Activity: \$ _____

8 Amount Requested: \$ _____

9 Amount Awarded: \$ _____

10 Overall Attendance*

a) Projected* _____

b) Actual* _____

c) Methodology (Check One): ☐ Direct Count*
☐ Indirect Count* ☐ Representative Survey*
☐ Informal Survey* ☐ Structured Estimate*
☐ Other (explain): _____

11 Number of Attendees Who Traveled 50 Miles or More*

a) Projected* _____

b) Actual* _____

c) Methodology (Check One): ☐ Direct Count*
☐ Indirect Count* ☐ Representative Survey*
☐ Informal Survey* ☐ Structured Estimate*
☐ Other (explain): _____

12 Number of Attendees Who Traveled from Another State or Country*

a) Projected* _____

b) Actual* _____

c) Methodology (Check One): ☐ Direct Count*
☐ Indirect Count* ☐ Representative Survey*
☐ Informal Survey* ☐ Structured Estimate*
☐ Other (explain): _____

13 Number of Attendees Who Stayed Overnight in Unpaid Accommodations*

a) Projected* _____

b) Actual* _____

c) Methodology (Check One): ☐ Direct Count*
☐ Indirect Count* ☐ Representative Survey*
☐ Informal Survey* ☐ Structured Estimate*
☐ Other (explain): _____

14 Number of Attendees Who Stayed Overnight in Paid Accommodations*

a) Projected* _____

b) Actual* _____

c) Methodology (Check One): ☐ Direct Count*
☐ Indirect Count* ☐ Representative Survey*
☐ Informal Survey* ☐ Structured Estimate*
☐ Other (explain): _____

15 Number of Paid Lodging Nights*

a) Projected* _____

b) Actual* _____

c) Methodology (Check One): ☐ Direct Count*
☐ Indirect Count* ☐ Representative Survey*
☐ Informal Survey* ☐ Structured Estimate*
☒ Other (explain): _____

*See Lodging Tax Yearly Reporting Definitions Instructions

Name of Individual Who Prepared Report: _____

Phone #: _____ E-Mail Address: _____

RETURN THIS FORM TO:

Jefferson County Administrator's Office
 1820 Jefferson Street
 P.O. Box 1220
 Port Townsend, WA 98368
 jeffcooc@co.jeffco.wa.us

Net Ordinary Income

0.00

0.00

Net Income

0.00

0.00

DEADLINE: February 28th of Each Reporting Year

LTAC Yearly Reporting Definitions/Instructions

Activity Type: Event/Festival: Short-term activity occurring between specific dates (e.g., 4th of July celebration, local marathon)
Facility: Municipally-owned facility that operates some or all of the year (e.g., county historical museum, convention center)
Marketing: Activity that provides information to encourage visitors to an area; is typically a year-round activity but may also operate for less than a full year.

Activity Date: Activity beginning and ending dates.

Actual: Persons estimated to have **actually** participated in event/festival or visiting a facility. For marketing activity, enter the number of persons estimated to have **actually** visited area as result of marketing activity.

Projected: Persons **expected** to participate in event/festival or visiting a facility. For marketing activity, enter the number of persons **expected** to visit area as result of marketing activity.

Methodology: Select the methodology used to estimate the actual number of visitors/participants.

Direct Count: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.

Indirect Count: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.

Representative Survey: Information collected directly from individual visitors/ participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.

Informal Survey: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.

Structured Estimate: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).

Other: (please describe)

Overall Attendance: Total projected and estimated actual attendance recorded for event, facility or resulting from marketing activity.

Total Attendees Traveling 50 miles or more:

Total: Total projected and estimated actual number of visitors traveling more than 50 miles to attend event or facility. For marketing organizations, report visitors traveling more than 50 miles to visit area.

Of total, attendees who traveled from another state or country: Of the total projected and estimated actual number of visitors traveling more than 50 miles to attend event or facility or visit area, report projected and estimated actual number of visitors who traveled from another state or country.

Attendees who stayed overnight:

Paid Accommodations: Total projected and estimated actual number of visitors staying in paid lodging establishments such as hotels, motels, bed and breakfasts, etc.

Unpaid Accommodations: Total projected and estimated actual number of visitors staying in unpaid accommodations such as family and friends.

Paid Lodging Nights: Total projected and estimated actual number of paid lodging nights. One Lodging night = one or more persons occupying one room for one night.

EXHIBIT C 1st QUARTER

Due by April 30th to afmcknight@co.jefferson.wa.us

Organization:

Contact person:

Mailing Address:

Phone Number/Email:

1. LTAC Funds received from the County 1st QTR:

2. LTAC funds spent by your organization 1st QTR (include 200 word limit regarding activities and funds spent with supporting documentation ie: reports outlining LTAC funds,):

3. LTAC funds balance remaining 1st QTR:

4. Please attach your organization's report for all revenue, marketing, services, programs and activities of the prior quarter.

This report and any attachments may be subject to disclosure as a public record under the Public Records Act, RCW Chapter 42.56. A minimum of six years, you must maintain documented proof of payments made, contracts executed and other expenditures authorized under your Agreement with Jefferson County. Upon reasonable notice, you must be able to provide access to County or State representatives to audit those records.

EXHIBIT C 2nd QUARTER

Due by July 31st to afmcknight@co.jefferson.wa.us

Organization:

Contact person:

Mailing Address:

Phone Number/Email:

1. LTAC Funds received from the County 1st QTR:

1. LTAC funds spent by your organization 1st QTR (include 200 word limit regarding activities and funds spent with supporting documentation ie: reports outlining LTAC funds,):

2. LTAC funds balance remaining 1st QTR:

3. Please attach your organization's report for all revenue, marketing, services, programs and activities of the prior quarter.

This report and any attachments may be subject to disclosure as a public record under the Public Records Act, RCW Chapter 42.56. A minimum of six years, you must maintain documented proof of payments made, contracts executed and other expenditures authorized under your Agreement with Jefferson County. Upon reasonable notice, you must be able to provide access to County or State representatives to audit those records.

EXHIBIT C 3rd QUARTER

Due by October 31st to afmcknight@co.jefferson.wa.us

Organization:

Contact person:

Mailing Address:

Phone Number/Email:

1. LTAC Funds received from the County 1st QTR:

2. LTAC funds spent by your organization 1st QTR (include 200 word limit regarding activities and funds spent with supporting documentation ie: reports outlining LTAC funds,):

3. LTAC funds balance remaining 1st QTR:

4. Please attach your organization's report for all revenue, marketing, services, programs and activities of the prior quarter.

This report and any attachments may be subject to disclosure as a public record under the Public Records Act, RCW Chapter 42.56. A minimum of six years, you must maintain documented proof of payments made, contracts executed and other expenditures authorized under your Agreement with Jefferson County. Upon reasonable notice, you must be able to provide access to County or State representatives to audit those records.

EXHIBIT C 4th QUARTER

Due by January 31st to afmcknight@co.jefferson.wa.us

Organization:

Contact person:

Mailing Address:

Phone Number/Email:

1. LTAC Funds received from the County 1st QTR:
2. LTAC funds spent by your organization 1st QTR (include 200 word limit regarding activities and funds spent with supporting documentation ie: reports outlining LTAC funds,):
3. LTAC funds balance remaining 1st QTR:
4. Please attach your organization's report for all revenue, marketing, services, programs and activities of the prior quarter.

This report and any attachments may be subject to disclosure as a public record under the Public Records Act, RCW Chapter 42.56. A minimum of six years, you must maintain documented proof of payments made, contracts executed and other expenditures authorized under your Agreement with Jefferson County. Upon reasonable notice, you must be able to provide access to County or State representatives to audit those records.

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
FROM: Adiel McKnight, Executive Assistant
DATE: December 19, 2022
SUBJECT: AGREEMENT re: 2023 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$62,000; North Hood Canal Chamber of Commerce

STATEMENT OF ISSUE:

This agreement provides grant funding for 2023 to certain non-profit agencies for the promotion of tourism and ongoing preservation of Jefferson County's heritage. The Lodging Tax Advisory Committee met on October 28, 2022 and reviewed request for proposals. This funding has been budgeted from the Hotel Motel (Lodging Tax) Fund, and approved by the Board of County Commissioners on November 21, 2022.

FISCAL IMPACT:

North Hood Canal Chamber of Commerce \$62,000

RECOMMENDATION:

Approve and sign the agreement.

REVIEWED BY:


Mark McCauley, County Administrator

12/15/22
Date:

CONTRACT REVIEW FORM
(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: North Hood Canal Chamber of Commerce

Contract No: LTAC NHCCC

Contract For: Lodging Tax

Term: January through December 2023

COUNTY DEPARTMENT: County Administrator
Contact Person: Adiel McKnight
Contact Phone: x102
Contact email: afmcknight@co.jefferson.wa.us

AMOUNT: \$62,000

PROCESS:

Revenue: _____
Expenditure: \$62,000
Matching Funds Required: _____
Sources(s) of Matching Funds: _____
Fund #: 125
Munis Org/Obj: 12555730/411106

☐ Exempt from Bid Process
☐ Cooperative Purchase
☐ Competitive Sealed Bid
☐ Small Works Roster
☐ Vendor List Bid
☒ RFP or RFQ
☐ Other: _____

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.55.080 AND CHAPTER 42.23 RCW.

CERTIFIED: ☐ N/A: ☒

Adiel McKnight
Signature

12.14.22
Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☐ N/A: ☒

Adiel McKnight
Signature

12.14.22
Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

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STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

Electronically approved as to form by PAO on 12/15/2022.
Pre-approved language.

STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY (IF REQUIRED).

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL



Board of County Commissioners
1820 Jefferson Street
PO Box 1220
Port Townsend, WA 98368

Kate Dean, District 1 Heidi Eisenhour, District 2 Greg Brotherton, District 3

December 19, 2022

North Hood Canal Chamber
Stacey Nimmo
P.O. Box 774
Quilcene, WA 98376

Dear Stacey Nimmo,

Enclosed for signature are two (2) originals for **AGREEMENT** re: 2023 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$62,000; North Hood Canal Chamber of Commerce

Please sign both, keep one and return the second to:

Jefferson County Commissioner's Office
Attn: Adiel McKnight
P.O. Box 1220
Port Townsend, WA 98368

- Please remember that on or before April 30; July 31; October 31, 2021 and January 31, 2022 you are required to provide to the County: A quarterly report of the use, services, programs and activities under this agreement for the prior quarter.
- A quarterly financial statement detailing revenues, expenses and cash balances for the prior quarter; and for the final quarter report, the financial statement shall also include a detailed financial statement by February 28th of each year along with Exhibit B attached to your contract.
- Insurance shall be obtained as outlined in the terms of the Agreement and provide a copy to this office.
- Payment will be provided upon invoice, subject to the terms of the Agreement

Thank you for your assistance.

Cordially,

Adiel McKnight
Executive Assistant